

## **To file form 990-N (e-Postcard):**

(Note: You will need your Assembly's EIN#)

You have a couple of OPTIONS to do so:

**A-1.** Go Directly to: <http://epostcard.form990.org>

**a.** Returning User - select Step 2 & follow the instructions

**b.** If you are a new User (meaning NOT the same person that filed previously) - Select Step 1 & follow the instructions.

OR:

**B-1.** Browse to web site '<http://www.irs.gov>'

**2.** Select the tab 'Charities & Non-Profits'

**3.** Click on the item/link 'StayExempt.irs.gov' on the left side of the screen.

**4.** Select option - "Leave IRS Site"

This will take you to the place where you can file the 990-N (e-Postcard)

**5.** Follow Instructions above in Section A.

OR

**C-1.** Browse to web site '<http://www.irs.gov>'

**2.** Select the tab 'Charities & Non-Profits'

**3.** Scroll down & select: [Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N \(e-Postcard\)](#)

\*Note, please review this page. It has details on when to file, etc.

**4.** Locate Box & click on "How to File"

**5.** Select "Leave IRS Site"

**6.** Follow the instructions above in Section A.

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## **To reach the violater's listing:**

Browse to web site '<http://www.irs.gov>'

Select the tab 'Charities & Non-Profits'

You will see: **Tax Information for Charities & Other Non-Profits**

Click on the link: [Automatic Revocation of Exemption](#)

Scroll down on this page & click the link (inside the box about 2/3rds of the way down): [AUTOMATIC REVOCATION OF EXEMPTION LIST](#)

Locate "**OHIO**". Select "Acrobat" or "Excel" (whichever program you have on your computer).

This will have the entire list of Revocations for the State of Ohio.